
JOB DESCRIPTION: FLVS INTERN COORDINATOR

DEPARTMENT:	Human Resources	REPORTS TO:	Manager, Organizational Development
JOB CLASS:	Coordinator	PAY GRADE:	18
EXEMPT STATUS:	Exempt	DATE:	July 1, 2017

Our Mission is to deliver a high quality, technology-based education that provides the skills and knowledge students need for success.

POSITION GENERAL SUMMARY:

The FLVS Intern Coordinator serves as a point person for the FLVS Intern program and is responsible for college and university teacher preparation program partnerships, and intern placement and evaluation. The FLVS Intern Coordinator will be responsible for securing placements for all incoming pre-service teacher interns and identifying an appropriate match with a FL State Certified Clinical Ed teacher at FLVS who fits the criteria already set in place. Additionally, the FLVS Intern Coordinator will collect various data to determine areas of efficiencies, success or gaps within the program and use research to make recommendations for appropriate changes where needed.

ESSENTIAL POSITION FUNCTIONS:

- Serve as FLVS district point of contact for all college and university partners and prospective student interns by establishing presence with Florida college and university system to sustain the internship relationship growth of the FLVS Internship program
- Oversee the customer service and technical operations specific to the intern program
- Partner with management and staffing specialists to address intern hiring needs, both immediate fill requests and candidate pool needs for all functional areas
- Ensure FLVS is following both NCATE/CAEP and Florida Department of Education regulations for teacher preparation programs
- Identify FLVS strategies which will best serve student needs while maintaining the developmental needs of the intern
- Oversee procurement of Articulation Agreements and contract language
- In collaboration with Manager, collect and analyze data to determine areas of strength or improvement of the entire Internship Program including, but not limited to, overall processes, internship evaluation methods, functional training of both interns and certified supervising teachers
- Collaborate with Manager and Directors of Instruction to implement program changes and initiatives
- Oversee the maintenance and accuracy of candidate information for the intern candidate pool
- Communicate with Compliance Team to facilitate the fingerprint and clearance process
- Coordinate with all incoming interns to identify desired course placement and communicate with supervising teachers and ILs to finalize course placement
- Oversee all customer service and functional operations such as training all incoming interns on all FLVS systems and requirements essential to their role as an intern

- Attend professional conferences in the areas of teacher preparation to ensure the academic integrity and rigor of the FLVS Internship Program is in alignment with other programs and also to present the FLVS Internship model, when appropriate
- Collect supervising teacher course information for TA access
- Request and/or terminate intern TA access from IT and Registrar
- Create and maintain VSA, Educator, Blackboard training accounts
- Coordinate Instructional Internship Orientation and Application/Certification training
- Assist FLVS supervising teachers with any intern performance issues and serve as FLVS district representative to partnering schools in such situations as needed for support
- Identify potential Professional Learning opportunities within FLVS which would benefit the growth and development of an intern as well as an FLVS FL Certified Clinical Educator
- Ensure the FLVS Internship Program functional operations are efficient, effective, and provide a proper customer service experience
- Develop, maintain, and update Standard Operating Procedures for the FLVS Internship Program
- Work proactively to address internal/external customer needs and escalate issues/concerns as needed
- Promote and facilitate FL State Clinical Ed Supervision certification to internal staff
- Out of area and overnight travel may be expected
- Meet professional obligations through efficient work habits such as, meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrate respect for others
- All work responsibilities are subject to having performance goals and/or targets established

(These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

MINIMUM REQUIREMENTS:

Education/Licensure/Certification:

- Bachelor's Degree in Education or a related field; or equivalent combination of education and relevant experience
- Professional Teaching Certificate from FLDOE
- Completion of Florida Clinical Educator course

Experience:

- At least 3 years teaching experience
- Experience hosting/supervising teacher preparation program student interns, preferred
- Experience with networking and/ or public speaking, preferred

Knowledge, abilities and skills:

- Knowledge of current applicable federal, state, school district laws, codes and regulations related to the area of teacher preparation
- Knowledge of current applicable federal, state, school district laws, codes and regulations related to the area of recruitment
- Must possess experience/ or can effectively interact with university level faculty, staff, students, and administrators

- Skilled in preparation of clear, concise and complete analysis, proposals, reports and other written materials
- Ability to analyze complex administrative and technical issues and make appropriate recommendations for action
- Ability to efficiently coordinate multiple projects under the pressure of deadlines
- Be committed to the mission, vision and values of FLVS
- Be highly collaborative, results-oriented, adaptable, and a problem-solving self-starter
- Be professional, positive, thoughtful, passionate, motivating and empowering with internal and external customers
- Have excellent written and verbal communication skills

CORE COMPETENCIES FOR SUCCESS:

<p>COMMUNICATION SKILLS</p> <p><i>Clearly and effectively conveys and/or presents information verbally; summarizes what was heard to mitigate miscommunication; Shares ideas and perspectives and encourages others to do the same; Informs others involved in a project of new developments; Disseminates information to other employees, as appropriate; Effectively uses multiple channels to communicate important messages; Keeps supervisor well informed about progress and/or problems in a timely manner; Writes in a clear, concise, organized and convincing way for a variety of target audiences; The written message is consistently error-free; The written message has the desired effect on the target audience</i></p>	<p>CUSTOMER FOCUS</p> <p><i>Prioritizes customers (internal and external) and their needs as primary and is dedicated to meeting their expectations; Develops and maintains customer relationships; builds credibility and trust; Quickly and effectively solves customer problems; Provides prompt, attentive service in a cheerful manner; adapts to changing information, conditions or challenges with a positive attitude; Incorporates customer feedback into delivery of service to provide the best experience possible for the customer; Actively promotes FLVS in community by serving as a FLVS ambassador or volunteer</i></p>
<p>INTERPERSONAL SKILLS</p> <p><i>Relates well with others; Treats others with respect; Shares views in a tactful way; Demonstrates diplomacy by approaching others about sensitive issues in non-threatening ways; Considers and responds appropriately to the needs, feelings and capabilities of others; Fosters an environment conducive to open, transparent communication among all levels and positions; Takes the initiative to get to know internal and external customers</i></p>	<p>FUNCTIONAL /TECHNICAL EXPERTISE</p> <p><i>Has the skills, abilities, knowledge and experience to be successful in functional area of expertise; Dedicates time and energy to keeping abreast of the latest information related to area of expertise and technology; Picks up on technology quickly; Does well in technical courses and seminars; Produces high quality work in organized and timely fashion</i></p>

INDIVIDUAL CONTRIBUTOR COMPETENCIES FOR SUCCESS:

<p>PEER RELATIONSHIPS</p> <p><i>Finds common ground and solves problems for the good of all; Can represent his/her own interests and yet be fair to other groups; Solves problems with peers with minimal "noise"; Is seen as a team player and is cooperative; Easily gains trust and support peers; Encourages collaboration; Is candid with peers</i></p>	<p>CREATIVITY</p> <p><i>Comes up with a lot of new and unique ideas; Easily makes connections among previously unrelated notions; Tends to be seen as original and value-added in brainstorming sessions; Takes calculated risks; Is not afraid to try new things and potentially "fail fast"</i></p>
<p>SELF KNOWLEDGE</p>	<p>PLANNING</p>

<i>Seeks feedback; Gains insight from mistakes; Is open to constructive criticism; isn't defensive; Proactively seeks to understand his/her strengths and areas for growth; applies information to best serve organization; Recognizes how his/her behavior impacts others and incorporates insight into future interactions</i>	<i>Accurately scopes out length and difficulty of tasks and projects; Sets objectives and goals; Breaks down work into the process steps; Develops schedules and task/people assignments; Anticipates and adjusts for problems and roadblocks; Measures performance against goals; Evaluates results</i>
ORGANIZING <i>Uses his/her time effectively and efficiently; Concentrates his/her efforts on the more important priorities; Can attend to a broader range of activities as a result of organizing time efficiently; Can marshal resources (people, funding, material, support) to get things done; Can orchestrate multiple activities at once to accomplish a goal; Arranges information and files in a useful manner</i>	PROBLEM SOLVING <i>Uses rigorous logic and methods to solve difficult problems with effective solutions; Probes all fruitful sources for answers; Can see hidden problems; Is excellent at honest analysis; Looks beyond the obvious and doesn't stop at the first answers</i>
DRIVE FOR RESULTS <i>Can be counted on to exceed goals successfully; Very bottom-line oriented; Steadfastly pushes self and others for results; Is full of energy for the things he/she sees as challenging; Not fearful of acting with a minimum of planning; Consistently seizes opportunities; Consistently exceeds goals</i>	

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:

- Location: Remote
- Frequency of travel: Occasional travel is required for meetings, trainings and conferences; location may vary and may require overnight stays
- Light physical activities and efforts required working in an office environment

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

FLVS does not discriminate in admission or access to, or treatment or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information or any other reason prohibited by law.